

MEETING PACK

DATE AND TIME OF MEETING: 7.30pm, Wednesday, 3rd December 2025

The documents below are in accompaniment to the agenda for the full council meeting on Wednesday, 5th November 2025.

SUPPORTING DOCUMENTS

ITEM 3a: Minutes of meeting 3rd November 2025

N.B: This is a draft of minutes circulated to councillors so they may make any suggestions or clarifications ahead of the next meeting of Stokenchurch Parish Council. The amended minutes will then be put forward for formal approval by the entire council.

MINUTES OF EXTRAORDINARY MEETING

Monday 3rd November 2025

COUNCILLORS IN ATTENDANCE: C. Baker, R. Burnham, T. Ramsden, R. Thomas, L. Turvey, T. Young.

MEMBERS OF PUBLIC: 2

DATE OF MEETING: 03.11.2025

The minutes below relate to the meeting that took place at Longburrow Hall, Stokenchurch.

MINUTES

Meeting opened at 18.33 by Chairman T Ramsden

OPENING

Public forum.

Parishioner 1: States relating to item 3 planning application that there have been IT issues on the planning portal and submission of comments. Parishioner 1 states the added comments on the application, including that the land has been used for the last thousand years for agricultural grazing, which is incorrect, as during this time it has been allowed, with permission to be used as a park. The new diagram shows the articulated vehicles. Parishioner 1 highlights the claims that the noise from the proposed site would be unintrusive due to other existing developments and the M40, which they dispute. They state this is a prior approval application, so it does not go to the planning authority, if this were to become a planning application and it went to the planning authority and the planning authority agreed to the application then there is the right to appeal to the secretary of state. This is the third prior approval application; application PI/25/4436/AGN has been refused, the second application has not been decided.

- 1 To receive and accept apologies of absence.**
None stated.
- 2 To receive any declarations of interest.**
None stated.

PLANNING

- 3 PL/25/4436/AGN - Land Adjoining Park Lane, Park Lane, Stokenchurch HP14 3TQ. Prior approval of agricultural or forestry development. Erection of agricultural building.**

The council resolved to object to the planning application on the grounds of the same objections to the other prior approval application, but including the dispute over claims within the application of good access to the M40, including that the access road has previously experienced the overturning of a vehicle. Cllr R Burnham suggested the hire of a planning officer to help with reviewing this and related applications. Cllr V Jenkinson stated that Bucks Council have the facilities to do this and should assist.

Meeting closed to public at 19.05 by Chairman T Ramsden

ITEM 3b: Minutes of meeting 5th November 2025

N.B: This is a draft of minutes circulated to councillors so they may make any suggestions or clarifications ahead of the next meeting of Stokenchurch Parish Council. The amended minutes will then be put forward for formal approval by the entire council.

MINUTES OF EXTRAORDINARY MEETING

Monday 5th November 2025

COUNCILLORS IN ATTENDANCE: C. Baker, R. Burnham, T. Ramsden, R. Thomas, L. Turvey, T. Young.

MEMBERS OF PUBLIC: 8

DATE OF MEETING: 05.11.2025

The minutes below relate to the meeting that took place at Longburrow Hall, Stokenchurch.

MINUTES

Meeting opened at 19.32 by Chairman T Ramsden

OPENING

Presentation from the Local Police and Crime Commissioner Matthew Barber. Matthew Barber stated that since he has started in the role he looked to increase the number of neighbourhood police officer roles, and they have managed to double, almost triple the number of neighbourhood officers to around 420 hopefully by the end of this financial year, and Thames Valley Police have more officers than they have had before, with just over 5000 officers. Some of the main issues they see are anti-social behaviour, along with tool theft from vans, and the highest crime is domestic violence and is why many of the neighbourhood police may not be seen. Matthew Barber also expressed how they are working with car boot sales to help reduce or promote the non-sale of tools to help tackle tool theft, alongside stating companies are now offering tool marking to help identify tools should they be stolen. The local police commissioner also stated that they are working with local authorities, schools and parents to help tackle antisocial behaviour.

Public forum:

Parishioner 1: Parishioner 1 queried item 16 and what playground equipment was to be removed. The clerk confirmed that this equipment had already been removed which were the cradle swings at Studley Green, and the flat and cradle swings at Stokenchurch Cricket ground.

Parishioner 2: Parishioner 2 stated in relation to item 23 they are a resident close by and have attended the meeting on behalf of other residents to express their concerns. They stated that residents are having issues getting in and out of their vehicles due to the heras fencing being placed right against the curb, reducing access space to one side of parked cars, along with it meaning the ground is unable to be maintained and leaving an eyesore. They also raised concerns about the fact that it is maintained and the fallen fencing. They expressed that there is concerns in the perimeter to the plot, along with an installed drop curb which they could not see any planning application associated with it.

Parishioner 3: Parishioner 3 queried the financial freeze that was in place in relation to the proposed expenses further in the agenda and if the council had issued a 114 notice. The chairman T Ramsden confirmed they had not as this was not required, and that the council still had the £47,000.00 in reserves.

1 To receive and accept apologies of absence.

Apologies received from Cllr Burnham and U.Cllr R Carrington.

2 To receive any declarations of interest.

Chairman T Ramsden gave a statement: "At meetings, parish councillors must declare any personal or prejudicial interests before discussions begin, or as soon as they become aware of them. Whilst a declared personal interest allows a councillor to remain in the meeting, vote, and speak, a prejudicial interest requires the councillor to leave the meeting and abstain from voting.

As advised by Buckinghamshire and Milton Keynes Association of Local Councils, if a councillor holds paid employment in the parish they serve but are not part of a management committee of that employment, it is simply a job that happens to be in the community. If a councillor promotes their place of employment on their personal social media, there is no conflict.

Should discussions about it come up on the Council Agenda, the conflict of interest is declared and process followed."

No conflicts of interest were stated.

3 To confirm minutes of:

Meeting 16th July 2025 (closed session).

The council confirmed the minutes. Proposed: Cllr V Jenkinson. Seconded: Cllr R Thomas.

Meeting 1st October 2025.

The council confirmed the minutes. Proposed: Cllr C Baker. Seconded: Cllr L Turvey.

4 Buckinghamshire councillors: To receive updates.

Due to the absence of both unitary councillors, no updates were given.

FINANCE

5 Bills Payable: October 2025.

The council confirmed the Bills Payable. Proposed: Cllr V Jenkinson. Seconded: Cllr R Thomas.

6 Monthly accounts: October 2025

The council confirmed the monthly accounts. Proposed: Cllr L Turvey. Seconded: Cllr C Baker.

7 Monthly Bank Reconciliation: October 2025

The council confirmed the bank reconciliation. Proposed: Cllr L Turvey. Seconded: Cllr T Young.

PLANNING

32* PL/25/3887/FA: 22 New Road, Stokenchurch, Buckinghamshire, HP14 3RT. Householder application for front porch, single storey rear extension and loft conversion into habitable accommodation incorporating replacement roof with increase in ridge height, side dormer and rooflights together with changes to external appearance including installation of render and fenestration alterations.

The council resolved no objection to the planning application.

UPDATES

8 Clerk Report: To receive updates from the clerk on ongoing actions and any new matters of business.

OTHER BUSINESS

9 Vice-Chairman: To elect a Vice-Chairman to Stokenchurch Parish Council.

Following a nomination of Cllr L Turvey and a nomination for Cllr R Thomas, the council resolved Cllr R Thomas as vice-chair by majority vote.

10 Casual Vacancy 1 Stokenchurch ward: The election of a councillor through Co-option for a casual vacancy in Stokenchurch ward.

Following the nomination for Andrew Seddon, proposed by Cllr V Jenkinson and seconded by Cllr L Turvey the council co-opted Andrew Seddon.

11 Casual Vacancy 2 Stokenchurch ward: The election of a councillor through Co-option for a casual vacancy in Stokenchurch ward.

Following the nomination for Sonia Bhatinai, proposed by Cllr T Young and seconded by Cllr C Baker the council co-opted Sonia Bhatinai.

- 12 Casual Vacancy 3 Stokenchurch ward: The election of a councillor through Co-option for a casual vacancy in Stokenchurch ward.**
Following the nomination for Cian Wheeler, proposed by Cllr R Thomas and seconded by Cllr V Jenkinson the council co-opted Cian Wheeler.
- 13 Policy: Scheme of delegation.**
Proposed by Cllr V Jenkinson and seconded by Cllr C Baker, the council adopted the scheme of delegation policy.
- 14 Increase to allotment fees: The proposal for an increase to allotment fees for the year 2026.**
The council resolved to increase the allotment fees to £4.50 per plot, bringing a maximum revenue of £2486.00. Proposed by Cllr V Jenkinson, Seconded by Cllr L Turvey.
- 15 James Richards Circus: The request to return to Stokenchurch Common from Sunday, 2nd August until Thursday, 6th August 2026 received from James Richards Circus.**
The council resolved to permit the return of the Circus to the common. Proposer: Cllr T Ramsden. Seconded: Cllr R Thomas.
- 16 Playground: To note the spend of £1000.00 to remove playground equipment at Studley Green Community Centre & Stokenchurch Cricket Ground.**
The clerk expressed due to health and safety, the removal of playground equipment was required, the chains and cradle swing units were removed at Studley Green, and the whole flat swing unit and whole cradle swing unit were removed at Stokenchurch Cricket Ground. Proposer: Cllr V Jenkinson. Seconded: Cllr C Baker.
- 17 Christmas Tree: The proposal to spend £200.00 on the Stokenchurch Christmas tree within the commons.**
Following a proposal from Cllr V Jenkinson and seconded by Cllr T Young the council resolved to spend £200.00 for the delivery of a Christmas Tree.
- 18 Tree Management: To confirm the tree management plan with Duckworth Arboriculturist.**
The council resolved to contract Duckworth Arboriculturist for the fee of £1220.00, for negative reporting for the Parish Council trees. Proposed Cllr V Jenkinson, Seconded Cllr T Young.
- 19 Cemetery Japanese Knotweed: The proposal to enter a 5 or 10 year management plan for Japanese Knotweed.**
The council resolved to commit to a 5-year plan with an initial payment of £571.77, with the following 4 years being £285.89, to treat Japanese knotweed in the cemetery. Proposed Cllr C Baker, Seconded Cllr T Young.
- 20 Staffing Working Group: To reconfirm members on the staffing working group.**
The council deferred this item to December.
- 21 Memorial Stone Application: To review an application for a memorial stone within Stokenchurch Cemetery.**
The council resolved to delegate this authority to the clerk as the burial regulations have already been agreed. Proposed: Cllr C Jenkinson, Seconded Cllr T Young.
- 22 Human Resources Overtime: The proposal to reimburse the clerk for overtime for October due to an increase in correspondence and council matters.**
The chairman stated the clerk has been doing an additional 3 – 5 hours per week due to an increase in council matters. The council resolved to pay for additional hours worked. Proposed by Cllr T Young, seconded by Cllr V Jenkinson.
- 23 Plot on the common: To consider residents' concerns over the current state of the plot on the common.**
Following concerns raised over the state of the plot on the common, the council resolved that the Clerk and Cllr V Jenkinson would meet with the plot owner to discuss improving the condition. The clerk would also continue to liaise with the Buckinghamshire Council Local Area Technician to review the dropped curb Proposed Cllr V Jenkinson seconded by Cllr R Thomas.
- 24 Longburrow Hall: To contract a plumber at the rate of £50.00ph.**
Proposed by Cllr V Jenkinson, and seconded by Cllr R Thomas, the council resolved to hire a plumber for 50.00ph to review Longburrow Hall plumbing.
- 25 Studley Green Playground: The proposal to replace the two cradle swings at Studley Green for £880.00.**
The council resolved to replace the cradle swings at Studley Green playground. Proposed Cllr L Turvey, seconded Cllr V Jenkinson.
- 26 Swilley Pond: To review legal fees in conjunction with the enforcement on Swilley Pond.**
Following the enforcement notice on Swilley Pond, the council resolved to spend £1710.00 to enlist legal services to help with the current state of Swilley Pond, and abide by the enforcement notice.
- 27 Longburrow Hall: Consideration of quote for management survey.**
The council resolved to spend £650.00 + VAT on a management survey with One Group Solutions for Longburrow Hall. Proposed by Cllr V Jenkinson seconded by Cllr R Burnham.

28 Energy Supply: To note the contract agreed with YGP for the supply of energy for Longburrow Hall, and Engie for the supply to the streetlights.

Following the proposal from Cllr V Jenkinson, Seconded by Cllr L Turvey, the council noted the contract entered with Yorkshire Gas and Power for the supply of energy to Longburrow Hall, and Engie for the street-lighting, an annual saving of £2575.99. compared to previous contracts.

29 Allotment skip hire: Proposal to approve one-off skip hire for rubbish removal at £375 + VAT.

Proposed By Cllr V Jenkinson, seconded by Cllr L Turvey the council resolved to hire a skip for the 28th November to clear rubbish at Stokenchurch allotments.

CLOSING

Meeting closed to public at 21.23 by Chairman T Ramsden

ITEM 8: PL/25/4363/FA: 79 Marlow Road, Stokenchurch, Buckinghamshire, HP14 3QS. Householder application for side porch and single storey rear extension.

[PL/25/4363/FA | Householder application for side porch and single storey rear extension. | 79 Marlow Road Stokenchurch Buckinghamshire HP14 3QS](#)

ITEM 9: Clerk report

Clerk's Report

ITEM NO.	REFERENCE	LATEST ACTIONS	STATUS
2025.04.05.16	Rose Corner	2 quotes received. This has now gone back to getting a surveyor to review the road and advise of needed work.	Ongoing
2025.07.02.15	External Tap	I have now been referred back to our water supply company, which needs to issue the request of a new main water feed.	Ongoing
2025.07.02.14	Fencing Longburrow Hall	Following meeting with a parishioner to inspect the area, I have reached out to a company to remove the exposed barbed wire.	Ongoing
2025.09.03.15	Library External storage	A query was sent requesting further information. Awaiting further information.	Ongoing
CORRESPONDENCE & OTHER UPDATES			
F.O.I Request		F.O.Is have all been responded to.	Ongoing
FMS	Hedges	Report on FMS overgrown hedges received 22.10.25. Letter sent to homeowner/Resident. The hedge has been trimmed back.	Closed
FMS	Dropped curb	A previous FMS report of a dropped curb being installed without permission is being revisited, awaiting a response from Bucks Council LAT.	Ongoing
Common Land	Land encroachment	Work being carried out on a residential property has resulted in encroachment on common land under 'works'. A letter has been sent to the homeowner/resident. The items and work vehicles have been removed.	Closed
Parishioner query	Access to property	A resident has raised concerns regarding vehicle access to their garden from the road, access goes over common land. I have enquired with Bucks Council about the available options and am waiting for a response.	Ongoing
	Stockfield hedges	I met with a member of the Stokenchurch Cricket Club to review the hedge in discussion. They expressed that the hedge has previously been cut by the council. The Hedge is protruding out. I will obtain quotes.	Ongoing
Common Land Electrical work	wayleave agreement	Following the solicitors' sharing a map of the common land, it was highlighted that the track was not registered to the Parish Council, this was put forward to the individual requesting the wayleave. The solicitors advised their has been complexity in the area, and should more assistance be required it would incur a fee.	Closed
Kings Arms	Car Park	The Kings Arms court hearing is now in December, following the hearing, updates will be brought to the council. Awaiting quotes for the filling of potholes in the car park.	Ongoing
Longburrow Field	Playground	Longburrow Hall playground has now been confirmed as finished and is open to the public. A plaque will be ordered to place on the railings.	Closed

Longburrow Hall	Plumbing	Further investigation is required for the pipework at Longburrow Hall, now with the use of a thermal camera.	Ongoing
Longburrow Hall	CDS	£140 spent for backup batteries and smoke alarm at Longburrow Hall.	Closed
Street Lighting	Call out	To note the spend of £375.00 for call-out fee to quote for street light repairs.	Closed
Longburrow Hall	Electricity	Spend of £225.00 for annual PAT testing.	Closed
Longburrow Hall	First aid	Refresh of first aid equipment 11.82 (inc VAT).	Closed
Swilley Pond	Letter to Lease holder	Following a meeting with the Solicitors and Counsel, a draft letter has been made to send to the lease-holder for the breach of the lease and noting the enforcement notice.	Ongoing
Bullying & Harassment	Legal advice	Following a call with solicitors, I am now waiting on advice. They have asked that incidents and reports be noted down, and any emails/correspondence is saved. A template will be shared for councillors and staff to fill out with any/all incidents.	Ongoing
Staffing	Job Vacancy	An advert has been created and will be shared on relevant sites to recruit for the position of R.F.O. and Clerk	Ongoing

ITEM 10: Staffing working group: To reconfirm members on the staffing working group

A staffing working group was formed in the meeting of 1st October. Members of the working group need to be confirmed. The terms of reference below were adopted in the October meeting for this working group.

ITEM 11: Community Engagement Working Group: The proposal to set up a community engagement working group to review community engagement and communications.

The proposed terms of reference for the working group are below. The working group would focus on engagement, communication, and seek opportunities to improve communication with the wider parish, along with recommending community initiatives.

DRAFT ToR

1. Purpose

To investigate, advise, and improve communication pathways and engagement between Stokenchurch Parish Council and the community.

2. Objectives

- To raise the profile of the Parish Council with residents, community groups and businesses of Stokenchurch, Studley Green, Beacons Bottom, and Water End.
- To increase engagement/communication between the Parish Council and residents, community groups and businesses.
- To work closely with staff members to create a schedule of social media posts and/or newsletters, and other forms of publication.
- To investigate areas the parish council can improve, and ways the council can receive feedback from parishioners, including but not limited to surveys/feedback forms.
- To investigate opportunities to increase feedback and engagement with residents, community groups and businesses, including but not limited to workshops, in-person events, etc.
- To encourage residents, community groups and businesses to work with Stokenchurch Parish Council on initiatives and community events.
- Improve relationship with residents, community groups and businesses.
- To consider community initiatives for the calendar year.

3. Membership

- Comprised of Parish Councillors appointed by resolution.
- May include non-councillor members (e.g. residents, volunteers) in an advisory role.
- A lead member (Event Coordinator) to be appointed by the group.

4. Meetings

- Held regularly in the lead-up to the event
- No quorum or formal voting procedures required.

5. Authority & Limitations

- The Working Group has no delegated authority to make financial or contractual commitments.
- All decisions must be referred to Full Council for approval.
- The group may liaise with the Clerk for publications, data collection and implementing findings.

6. Responsibilities

- Identify and recommend improvements the council can make to increase its communications.
- Report to full council recommendations and findings from feedback.
- Create publications: posters, flyers, social media posts.
- Liaise with businesses for sponsorship/donations for projects.

7. Reporting

- A member of the Working Group will make recommendations to the Full Council. Reports may be verbal or written, depending on the issue.

8. Review

- This ToR will be reviewed as required.

ITEM 12: Removal of Tree: To consider quotes for the removal of a tree on the cricket ground.

There is a failing tree located on the cricket ground, this has started to uproot and cause and poses a threat to cause more damage to the brick wall of a parishioner property. We have the authority to remove the tree without planning permission (below). Quotes for the removal of the tree are below.

Oxford Oaks Tree Surgery:

DATE	SERVICE	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Tree Surgeon Services	Proposed Tree Works at: The Cricket Ground Stokenchurch HP14 3ZD.	20.0% S	1	240.00	240.00
	Tree Surgeon Services	Pear x1 - dismantle down to near ground level. Arisings - woodchip/timber etc to be removed from site.				
	Tree Surgeon Services	Pear stump x1 - grind out and rake mulch back in to hole.	20.0% S	1	80.00	80.00
SUBTOTAL						320.00
VAT TOTAL						64.00
TOTAL						£384.00

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	64.00	320.00

Dickinsons Tree Company:

DESCRIPTION	PRICE	QUANTITY	TOTAL
Fell 1no Pear Tree leaning on the wall at Stokenchurch Cricket Ground. The Pear tree is displaying Honey Fungus fruiting body at the base, which has compromised the root system. For safety reasons, the tree will need to be dismantled via MEWP and not climbed. Stump to be cut at close to the ground as possible.	£600.00	1	£600.00

ITEM 13: Internal Auditor: To consider contracting options for 25/26 internal auditor.

We have received two quotes to carryout our internal audit for April 2025 through to March 2026. This is an internal audit in review of compliance ahead of the external audit and AGAR submission for the year 25/26.

Jane Old fees are below:

5. Fees and Charges

Fees based on Precept or projected income and expenditure - whichever is highest.

Precept / Income or Expenditure	Fees 2025 – 2026
Under £25,000	£210.00
£25,001 - £50,000	£270.00
£50,001 - £100,000	£315.00
£100,001 – £150,000	£365.00
All above includes:	
<ul style="list-style-type: none"> • Initial Internal Audit meeting and • an autumn review via Zoom 	

The above fees are on the understanding that all requests for documents and responses to my Internal Audit checklist are provided by the Council within the required timescales.

Additional Charges	
Late submission of documents, including the AGAR (no later than 31 May)	£75.00 surcharge
Mileage	£0.45 per mile
Additional meetings (see 1 d. above)	£35.00 per hour
Attendance at a Council meeting	£70.00 (plus mileage)

Payment is required on invoice once the work is completed.

Theres Gross:

Fees based on Precept or projected income and expenditure - whichever is highest.

Precept / Income or Expenditure	Fees 2025 - 2026
Under £25,000	£225.00
£25,001 - £50,000	£275.00
£50,001 - £100,000	£325.00
£100,001 – £150,000	£375.00

The above fees are based on 8 hours work on the Internal Audit on the understanding that all requests for documents and responses to my Internal Audit checklist are provided by the Council within the required timescales.

On completion of the interim internal audit report, half of the total fee is payable on invoice.

Additional Charges	
Late submission of documents, including the AGAR (no later than 30 April 2026)	£75.00 surcharge
Mileage	£0.45 per mile
Additional meetings (see 1 d. above)	£35.00 per hour
Attendance at a Council meeting	£70.00 (plus mileage)
Additional hours if the Internal Audit takes more than 8 hours	£35.00 per hour

Final payment is required on invoice once the final Internal Audit report has been issued.

ITEM 14: Donation: To consider a donation to Stokie's Big Splash.

The council previously agreed to make a donation to Stokie's Big Splash, the finance working group has recommended an amount of £250.00.

ITEM 15: Cemetery Maintenance: To consider renewal/tender for cemetery maintenance.

The quote for the renewal of cemetery maintenance is below, the price has remained the same as the previous years. The maintenance includes two visits per month, and covers the cemetery along with the Kings Arms. It is good practice to review contacts every three years. They currently provide care to Kings Arms for £100.00 PCM additionally.

Stokenchurch Parish Council

Stokenchurch Cemetery and Church Lawns 2025/2026 Contract Renewal

Lawn Cut ensuring no loose grass left visible.

Strim, giving sharp edges to each plot, monthly

Various small shrubs to be shaped within the grounds.

During the winter months when the lawn is not growing,
Leaf blow and clear.

Weed and tidy each plot that clearly have been left to overgrow and unattended
Carry out any further green works as and when requested

Green waste on site.

80 visits per year, each visit equates to 1 day

November to February 16 visits, 1 day per week
March to October 64 visits, 2 days per week

14,400.00 per annum

12 monthly Invoices of 1200.00 payable by standing order on the 27th of each month

VAT non applicable

ITEM 16: Streetlights: To consider quotes for streetlight repairs.

N.B We currently have a few streetlights out which I have requested quotes for. I am still waiting for these quotes, once received, these will be shared.

ITEM 17: Budget 26/27: To consider the budgets for 26/27

N.B A separate document will be supplied.

ITEM 18: Longburrow Hall: To note the expense with One Group Solutions for air testing and compliance.

Following the leak at Longburrow Hall an inspection was carried out to ensure compliance with Health and Safety. Under financial regulations, a spend of £1080.00, One Group Solutions was contacted for an emergency air test and consultation.

ITEM 19: Stokenchurch Fete Committee: To note the transfer of monies held by the Parish Council back to Stokenchurch Fete Committee.

The parish council has held monies for Stokenchurch Fete Committee. The held money has now been transferred back to them totalling £5406.00

ITEM 20: Longburrow Hall: To consider options for new cooker.

The parish council has previously resolved to purchase a new cooker for Longburrow Hall, further information is still required for this item.

ITEM 21: Breakthrough Communications: To consider subscribing to Breakthrough Communications Council Hive.

The council has subscribed to Breakthrough Communications' Data protection Tool kit (AGAR assertion 10), along with using their services for F.O.I requests and publications. Following a discovery call with Breakthrough Communications a suggestion of their Council Hive service was given. This would cost £997 -or £1997.00, should the council wish to join by January the fee of £595.00 would be deducted from the total figure. I am waiting for confirmation if the council resolved to join, but built this into the budget for next year (pay next year) then the deduction of £595.00 would still apply.

"As discussed, here's a summary of Council Hive, with more detailed information attached.

Council Hive is an annual subscription service that provides year-round and unlimited support with UK GDPR, Data Protection Act and FOI compliance, as well as council communications and community engagement.

Your council would benefit from:

- Unlimited access to our compliance and communications experts for 12 months, so you never need to worry about extra costs if further requests come in.
- A library of on-demand training and best-practice resources, giving councillors and officers immediate tools to develop skills across all aspects of information compliance, communications and community engagement. This also includes unlimited free access to our regular live Masterclasses and Webinars.
- Support for Assertion 10 Data Protection Readiness through with free access to our Data Protection Toolkit service.
- Ongoing advice to help you stay ahead of new developments in legislation and practice, rather than simply reacting when problems occur.
- Wider support with communications and engagement, ensuring that your compliance work is matched by strong, clear communication with your community.

The real advantage of Council Hive is that it offers certainty and reassurance. Instead of paying again each time a UK GDPR or FOI request arises, your council can rely on us as a consistent source of expertise throughout the year. This makes compliance more predictable and helps build confidence across the organisation.

Council Hive Premium is £1,997 + VAT per year, with unlimited professional support included.

In summary, Council Hive provides unlimited information compliance and communications support from our team, without additional costs each time something arises.”

Further information about Council Hive can be found in the Council Hive booklet or via the [website](#).

ITEM 22: Longburrow Field: The request to place an additional shipping container on Longburrow Field for the storage of equipment.

Stokenchurch Junior Football Club have requested to place an additional shipping container on Longburrow field. The same as the existing container that is already in situ, this is due to an increase in their storage needs. They have requested if they could store these items in the external storage at Longburrow hall, understanding there would be a charge associated to this. Due to current access limitations, the other alternative is to place an additional shipping container. The items requested to store as below. Access to these items would be; weekly during the winter months for the lights, and monthly for the lawn mower.

ITEM 23: Allotments: To consider quote for the amendment of the pipework at Stokenchurch allotment.

There has been some concern about the legality of some of the Water supply pipes situated at Stokenchurch Allotments. Some of the supply methods comprise of hose pipes that have been laid alongside various plots which makes them subject to damage. This can include water leakage which is an avoidable cost to the Parish Council.

To lay approx. 50 meters of water pipe, tee 'ed off of existing pipework, as shown, then carrying on to connect to one existing stand pipe then renewing 2 x other existing standpipes.

Also renew 2 x existing taps as requested.

To carry out this work price will be:

£1250 + Vat

Price includes excavating, moling, connects and fittings.

The improvements to the Water Supply will reduce potential leakage and compliance with. The Water Supply (Water Fittings) Regulations 1999.

ITEM 24: Policy: To adopt the lone working policy

The council has a duty to their staff to consider the risks when/if they are lone working. Part of the scope of staff member roles requires them to meet with members of the public, visit sites, or work in the office alone. Please see the proposed policy below:

STOKENCHURCH PARISH COUNCIL LONE WORKING POLICY

Purpose of this policy and procedure	2
The scope of this policy	2
Policy	2
Definition	2
Responsibilities	2

Risk assessments	3
Ways in which lone working risks can be reduced	4
Health and wellbeing	5
Reporting incidents	5

Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;

- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the

office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,

- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

ITEM 25: Subscriptions: To review current direct debits, standing orders, and subscriptions

It is healthy to review subscriptions of the council to consider the continued requirement of services, and review setting in place standing orders to relieve administration time of raising/approval of payments. Staff salaries are raised each month, but a set basic figure could be set as a standing order to allow staff members a more consistent & predictable payment schedule.

ITEM 26: Longburrow Hall: To consider quotes for cleaning contractors

Contractors have been met to quote for the cleaning of Longburrow Hall we have received quotes, more quotes have been request due to the current quotes received showing little savings.

ITEM 27: Planters: To review quote to take over the maintenance and upkeep of the ground & hanging planters

The hanging & ground planters are now out of season and the hanging planters need to be removed. A company has quoted for the removal and storage of the hanging planters over winter, along with the management; planting, watering, and maintenance and both the hanging and ground planters. Offering a full service. The cost is cheaper than contracting works for the separate areas of maintenance. Please see the quote below, prices are subject to VAT.

Five sets of two Half Baskets on columns 18, 20, 22, 23 and 24

Winter-Spring 2025-26

Option A

To attending site to remove **ten** half baskets from five columns, leaving brackets in situ, transporting back to our nurseries to empty out and compost green waste before storing over the remainder of the season

Ten at £10.00 each

£100.00 nett

Option B

To attending site to remove **ten** half baskets from five columns, leaving brackets in situ, transporting back to our nurseries to empty out and compost green waste before refilling with fresh Windowflowers compost, replanting with a winter spring display of shrubs, and flowering plants before returning to site and installing

To also fully maintaining until May next year when they will be removed and stripped out

i.e. watering, feeding, spray-cleaning, pest and disease control, picking over and free replacement of any plants dying prematurely or outgrowing their position in any display, but excluding any plants stolen or vandalised

Ten at £42.00 each

£420.00 nett

Summer 2026

To filling **ten** half baskets from five columns with fresh Windowflowers compost, replanting with a summer display of flowering plants before attending site and installing

To also fully maintaining until October when they will be removed and stripped out

i.e. watering, feeding, spray-cleaning, pest and disease control, picking over and free replacement of any plants dying prematurely or outgrowing their position in any display, but excluding any plants stolen or vandalised

Ten at £63.00 each

£630.00 nett

Metre Square Planters on The Common

To initially stripping out all existing planting for composting from **four** 1000mm square planters before adding fresh Windowflowers compost

Four at £35.00 each

£140.00 nett

To planting with a dense display of evergreen shrubs, flowering plants and trailing ivies before maintaining until late May/early June when the displays will be stripped out and replanted with a dense display of mixed colourful summer bedding plants before fully maintaining over the summer before stripping out in October

Four at £315.00 per annum each

£1,260.00 per annum

ITEM 28: Working Groups: To review existing working groups and members.

This is to review the requirements of existing working groups, and if any councillors would like to join current working groups.

Staffing - Working Group

TBC

Finance - Working Group

Cllrs Thomas, Baker, Burnham,

Open Spaces - Working Group

Burnham, Baker

Allotments - Working group

Cllrs Thomas, Burnham, Ramsden

Playgrounds / Schools - Working group

Cllrs Burnham,

Longburrow Hall - Working Group

Cllrs Jenkinson, Turvey, Baker,

Cemetery - Working Group

Cllrs Baker, Ramsden, Jenkinson, Burnham

ITEM 29: Banking Authorities: To confirm two additional councillors as signatories.

The council currently has two councillors as signatories on the bank; it is in the interest of the council to add additional signatories. This is to ensure transparency and help to ensure payments are made smoothly should one of the signatories is unavailable or unable to authorise payments. The new clerk & R.F.O. to be registered as the named authority to the CCLA reserve funds account.

ITEM 30: Banking: The proposal to set up a new bank account with a bank card for council expenses.

This is to set up a separate bank account from the main Parish Council Account/s. Clerk (staff) do not currently have a banking card to make council expenditure for day-to-day items. Currently day to day items are paid for through personal accounts, and expenses are claimed at the end of the month. These expenses can range from £100s - £20.00. A set figure can be agreed upon that would be held within this account and suitably topped up or transferred to the main account as required. Please see bank recommendations below.

Please note If a resolution is passed to proceed, amendments to Standing Orders and Financial Regulations will be required to reflect the new account arrangement

	Set Up Fee	Monthly Fee	Transaction Fee	Notes
Metro Bank	Free	£3 p/m up to £250k turnover	First 200 fee free and then 0.30p each	Community current account
The Co-operative Bank	Free	Free	Free	Charity and Community Bank Account
HSBC	Free	Free	Free Only charge for cash / chq deposits	Charitable Bank Account
Unity Trust Bank	Free	£6 p/m	Free	Community Current Account
Zempler Bank	Free	Free	3 free a month (35p after)	Business Go Account. Note: I have an account for one of my PC's but was unable to obtain one for the other.
Bank of Scotland	Free	£4.25 p/m	First 100 a month are free / £0.10 each after that	Community Account
Natwest	Free	Free	£0.35 per item	Community Account

ITEM 31: Longburrow Hall Security: To consider maintenance renewal for security alarms at Longburrow Hall

Longburrow Hall currently has blue chip intruder security alarms on the building; the maintenance renewal is due. There are 3 levels of cover: Bronze, Silver, Gold. Please see below the renewal costs associated with maintenance and terms and conditions.

Maintenance Cover available upto Silver Please tick the appropriate box if more than one option is availab

Bronze	Inspection test	<input type="checkbox"/>	£122.00	Price includes VAT
Silver	Inspection, test labour cover*	<input type="checkbox"/>	£161.00	Price includes VAT
Gold	Inspection, test labour cover replacement of defective part	<input type="checkbox"/>		Price includes VAT

Maintenance Cover Available

Bronze - Inspection & test.

Silver - Inspection, test & labour cover

Gold - Inspection, test, labour cover and parts

1st Year – All products installed by Blue Chip Security are covered **by Gold level**

Maintenance for second and subsequent years - PLEASE READ THIS SECTION CAREFULLY AS IT CONTAINS RESTRICTIONS – Maintenance can be reduced from Gold to Silver to Bronze on the annual service renewal, however maintenance cannot be increase on the annual service to a higher level from Bronze to Silver to Gold.

Bronze, Silver & Gold maintenance all includes full inspection of the condition of all covered components, their electrical connections (excluding mains supply) and their ability to perform the task for which they were intended: **PLEASE NOTE OUR WORKING HOURS – SERVICE ENGINEERS MONDAY – FRIDAY 8.00AM – 5.00PM**

Bronze Level (Inspection & test):

- One preventative visit per year (two if the system is monitored by central station or has been specified).
- Test and adjust equipment.
- Report on the correct functioning.
- Report on defects requiring attention.
- Access to Blue Chip Security Ltd 24-hour emergency service.
- Equipment documentation retained on file.
- Parts will be charged for when outside normal warranty.
- Call- outs will be charged at the prevailing rate. Reduced call-out fee **NON-MAINTAINED PRICE £150.00 + VAT** your price £75.00 + VAT per hour.

Silver Level (Inspection, test & labour cover*) Includes above PLUS:

Includes annual Maintenance and *1 x call-out FOC within 12 months.
Reduced labour rate of £75.00 + VAT per hour thereafter.

Gold Level (Inspection, test, labour cover* and parts) Includes above PLUS:

Includes annual Maintenance and *1 x call-out FOC within 12 months plus parts.

Free Bronze maintenance cover for 12 months when you refer a friend - At Blue Chip Security we value our customers and always like to thank you for actively recommending Blue Chip Security to your family, friends, and colleagues. This offer is subject to Blue Chip Security establishing your nominated referral as a trading account with Blue Chip Security.

Non-Maintained Accounts - Call-out charges applicable for non-maintained systems **£150.00 + VAT per hour**

Preventative Maintenance – means the routine inspection of the installation to confirm that it continues to function in accordance with the System Design Proposal and to identify and rectify any items found faulty, worn, or in need of scheduled replacement. The Company offers different types of Preventative Maintenance agreement offering different level of cover.

Corrective Maintenance – means the response to a customer reporting a fault with their security system and the subsequent repair of such faults, including false alarms from security systems.

ITEM 32: Noticeboards: To review the parish noticeboards.

The parish council has 6 noticeboards in the locations listed below. It currently costs the council between 25-30£ each time to update the noticeboards, and the time to update these. The council has a legal obligation to update the noticeboards with the time, place, and date of each meeting, please see below. The council also receives requests to place flyers on the noticeboard, which unless planned is a specific journey to do so. Other parish councils have open noticeboards (photos below) allowing these to be updated by the individuals. SPC boards would either need to be replaced or renovated to allow this.

Stokenchurch: Longburrow Hall, Highstreet, New Road, Medical Centre,

Studley Green: Bus Shelter

Water End: Foresters